

## POST ACCIDENT DRUG/ALCOHOL TEST PROCEDURES:

*This checklist is to aid the supervisor/manager and Human Resources Generalist in the event that a drug and alcohol test is required in a post accident situation.*

*Though the steps are outlined in logical chronological order, the use of good judgment and employee engagement in the process is required.*

*Note: Not every scenario you may face can be covered by a checklist. The intent of these steps is to get the employee to the testing facility in a safe and timely manner, and ensure they are not put at further risk by driving themselves to and from the facility.*

### When is Post Accident Testing Required?

The driver of the city vehicle will be required to consent to post accident drug/alcohol testing if the accident results in:

- Fatality
- Outside medical attention is required for any party involved in the accident
- Significant damage to the vehicle or property involved in the accident
- Employee receives a citation

### What if the Employee Refuses to be Tested?

In the event the employee refuses to consent to drug/alcohol screening, arrange for the employee to be taken home and inform him/her that refusal will result in the same consequences as a positive test result – termination of employment.

### What is the Procedure for Having an Employee Tested?

#### Step 1

Contact the City Employee Health and Wellness Center (City Clinic), if an accident occurs during their operating hours listed below (Option 1) and the employee is not transferred to a hospital. If an accident occurs after City Clinic hours or on a City-approved holiday exercise option 2 below. Do not contact any of the other Gonzaba clinics. Use option 2 below also if the employee is transported to a hospital, or if testing is needed on-sight of the accident scene.

### What is the Location to Have Drug Tests Performed?

#### **Option 1: FIRST (PRIMARY) CONTACT**

##### **City of San Antonio Employee Health Wellness Center (City Clinic)**

1303 McCullough Ave. Suite 170  
San Antonio, Texas 78212  
210-921-COSA (2672)  
Mon, Wed, Fri 7:30am - 5:00pm  
Tue & Thurs 8:00am - 6:30pm

#### **Option 2: ALTERNATIVE DRUG AND ALCOHOL TESTING CONTACT**

##### **A&D Test Inc.**

The procedure is

- 1) The supervisor calls 888-845-8378 (alternate # 210-977-9595)
- 2) An answering service will pick up
- 3) The supervisor should tell the answering service that they need to speak with a “San Antonio Technician” and leave their number and contact information
- 4) The technician will contact the supervisor for instructions on where the supervisor would like to have the person tested. They will test: 1) at the A & D office, at a city office, at the accident site, or at a hospital or ER. It is entirely up to the supervisor.
- 5) The supervisor should stay with the employee for testing and the alcohol results will be immediately given to the supervisor.

**Step 2            The employee may not drive himself/herself to drug/alcohol testing.**

If Option 1 exercised (testing at the City Clinic), supervisor must arrange for the employee's transportation to the clinic. The supervisor may transport the employee personally, or find alternate transportation.

If Option 2 is exercised (A&D Test Inc.), the supervisor should remain with the employee or find someone who can remain with the employee until the testing company arrives.

**Step 3            Remain with the employee at the clinic or testing site until the testing is complete.**

**Step 4            Alcohol concentration test results are provided to the supervisor before leaving the test site. If the results for alcohol are 0.04% or greater, inform the employee that he/she is being placed on Administrative Leave. The employee must either be driven home by the supervisor or arrangements made to have the employee driven home.**

If the alcohol test results are negative or under 0.04%, the supervisor should assess if the employee is impaired. If the supervisor determines the employee is impaired, the employee should be informed that he/she is being placed on Administrative Leave. The employee must either be driven home by the supervisor or arrangements made to have the employee driven home. If the supervisor determines the employee is not impaired, the employee may either be temporarily assigned non-driving duties or placed on Administrative Leave until drug tests are received.

**If employee is placed on Administrative Leave complete Steps 5 & 6.**

**Step 5            Ensure you have current contact (home and/or cell phone) contact for the employee.**

**Step 6            Inform the employee to contact the Human Resource Generalist on the next business day (if the test is on the weekend or holiday, have them contact the HRG by 8:00 a.m. on the following Monday (or Tuesday if on a Monday holiday))**

## Notice of Administrative Leave

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBJECT: Administrative Leave

Effective upon receipt of this memorandum, you are relieved of all your duties and placed on administrative leave with pay pending the results of your post-accident drug screen.

You shall be on administrative leave with pay until you receive further instructions, which may be oral or written. While you are on administrative leave with pay, you are required to call in daily by 9:00 a.m. beginning on the next regular business day (Monday-Friday) after the commencement of your administrative leave. Failure to call each weekday to talk personally with either of the listed persons shall result in unauthorized leave without pay for that day. Furthermore, your failure to make contact will also be treated accordingly under Administrative Directive 4.2, and you are reminded that two consecutive workdays of unauthorized absences may be considered a resignation.

Under no circumstances will calls to persons other than the persons listed be accepted. You are responsible for personally calling the listed individuals.

### Contacts

Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_ or

Human Resources Generalist \_\_\_\_\_ Phone # \_\_\_\_\_

Employee Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_